



**Orientation PLUS Team
Peer Advisor
Position Description
Western Oregon University**



The Offices of Admissions and Werner University Center, Student Leadership & Activities are hiring approximately 25 WOU students to serve as members of the Orientation **Peer Leaders Understanding Students (PLUS)** Team. Following is a position description which outlines eligibility requirements, time commitments, responsibilities, and information concerning training and compensation.

The following items are required responsibilities for the PLUS Team Peer Advisor Position:

- Early Bird Registration for Transfer Students is Saturday, **May 12, 2012**.
- The Summer Orientation, Advisement, and Registration (SOAR) program will be held during the summer. SOAR Training will be on **Thursday, June 21, 2012**. SOAR dates are listed below:
 - **June 22**
 - **July 13**
 - **July 14**
 - **July 28**
- New Student Week will take place **September 16-23, 2012** with a training retreat on **September 14 & 15**.
- Homecoming will likely take place on a weekend in October or November of 2012, but may occur at a different part of the year. PLUS Team members will be notified with the date well in advance. Peer Advisors will assist with the organization and implementation of this program.
- All training sessions during spring term 2012 are mandatory. These will be held on Thursdays from 3:30-6:20 p.m. See "Training" below.
- PLUS Team members that already have at least one year experience on the PLUS Team, and are selected for this year's team, are also required to attend two additional PLUS Team returner meetings to be determined.

The following items are voluntary, but are highly recommended that you attend (and they are great fun and learning!)

- PLUS Team retreat: April 20-22, 2012.

Students selected for the Orientation PLUS team will serve as the university's official student representatives for new students and their families during both SOAR and New Student Week programs. Attendance at all programs is **required**.

Members of the Orientation PLUS team will:

- Facilitate small group discussions;
- Assist new students with advisement and registration;
- Give campus tours and/or presentations;
- Serve on student/faculty panels;
- Participate in Early Bird Registration, SOAR, and New Student Week retreats and activities;
- Assist in planning New Student Week Activities;
- Encourage and motivate new and current WOU students to participate in New Student Week events and student activities;
- Work collaboratively with student groups such as ASWOU and the University Residences staff during New Student Week.
- Participate in Homecoming and Family Weekend activities as assigned.

Training

Orientation PLUS team members are **required** to participate in weekly training during Spring Term on Thursdays from 3:30-6:20 p.m. Credit is available to those students interested and PLUS Team members will be compensated for attendance at these sessions.

Topics to be covered in training include peer advising, WOU history, leadership and communication skills development, identification of campus resources, and the developmental issues and needs of new students and their parents in the transition to college.

Qualifications

The Orientation PLUS team will consist of approximately 25 student paraprofessionals who must meet the following qualifications:

- Current full-time WOU student.
- Completed at least one year at WOU by the end of Spring 2012 (First-year students for 2011-2012 are eligible to apply)
- Will continue as a full-time WOU student for Fall 2012.
- Is and continues to be a full-time student in good standing (academic & judicial) with a minimum cumulative 2.25 GPA at the time of application, during the duration of the contract period and including summer term classes.
- Comply with terms of the PLUS Team contract during the contract period.

PLUS team members should:

- Have a working knowledge of WOU, its services, and the surrounding community;
- Display a genuine interest in the problems and concerns facing new students;
- Have an ability to relate comfortably to individuals of various ages, racial and ethnic backgrounds, and lifestyles.

Note: Diverse academic and co-curricular backgrounds, as well as geographic origin, gender balance, transfer status, non-traditional students and racial/ethnic diversity will be considered in staff selection.

Note: All students selected to the orientation PLUS Team must agree to a criminal and/or motor vehicle background check.

Compensation

Orientation PLUS team members will receive a salary of approximately **\$1,720** (based upon hourly wages). There is mandatory attendance at all training sessions, retreats, and orientation programs. PLUS members will also have an opportunity to earn three hours of upper-division elective credit through ICS 304 (404 for returning PLUS Team members)

Although there are several advantages to being an Orientation PLUS team member there are things to consider:

- Time constraints during winter, spring, summer, and the beginning of fall term during New Student Week.
- Personal sacrifice of other activities/positions.
- Inability to serve both as a Resident Assistant and a PLUS Team member in the same term.
- Reduced income from other jobs due to Orientation PLUS position.

Benefits:

- Being a part of an amazing team.
- Increased knowledge of Western Oregon University.
- Understanding of your own strengths and weaknesses.
- Opportunity to meet and interact with people of different backgrounds, interests, and beliefs.
- Valuable work experience to include on resumes and to discuss at job interviews.
- Chance to be directly involved with helping new students and their families make their adjustment to university life.